

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 20, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Sup. Andy Nicholson –Chair (arrived at 3:34 p.m.), Corday Goddard – Vice-Chair, Ann Hartman, Tom Deidrick and John Fenner

**OTHERS PRESENT:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, Kevin Vonck, Kevin McDonell, Rick Schadwald and Eliane Koltz

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 16, 2017, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by J. Fenner to approve the minutes from the October 16, 2017, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Letter from ICS dated November 15, 2017, regarding ICS board member attendance at monthly BCHA meetings.

R. Hallet shared that ICS has indicated their interest in having a board member attend meetings each month. This would keep their board informed and establish a stronger connection with the Brown County Housing Authority.

A motion was made by J. Fenner and seconded by A. Hartman to receive and place on file the letter from ICS dated November 15, 2017, regarding ICS board member attendance at monthly BCHA meetings. Motion carried.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
For the Month of October, there were 109 preliminary applications.
  - B. Unit Count  
The unit count for October was 3,043.
  - C. Housing Assistance Payments Expenses  
The October HAP expense totaled \$1,370,103.
  - D. Housing Quality Standard Inspection Compliance  
There were a total of 325 inspections, of which 151 passed the initial inspection, 72 passed the re-inspection, 77 resulted in a fail and 25 were no shows.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
There were 368 vouchers that ported out with a HAP expense of \$329,215; ICS was overspent by \$3,182.15 and the FSS program was overspent by \$1,414.51.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

There were 81 active FSS clients, with 47 in level one, 16 in level two, 11 in level three and seven in level four. There were one new contracts signed, three graduates, 44 active escrow accounts and 51 home owners.

G. VASH Reports (new VASH and active VASH)

There were zero new VASH clients for a total of 25 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

Due to staff turnover at Langan, the reports for October were not available at this meeting.

A motion was made by C. Goddard and seconded by A. Hartman to receive and place on file the reports for October. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

4. Consideration with possible action on the request from The Commonwealth Companies for financial support for a housing project, Friar House Flats, media

R. Hallet introduced Kevin McDonell to discuss his upcoming housing project near St. Mary's Church. They are seeking WHEDA tax credits to finance the project. Part of the scoring process involves support from the municipality. The BCHA has the opportunity to assist K. McDonell to increase affordable housing in Green Bay.

K. McDonell is the vice president of The Commonwealth Companies from Fond du Lac, Wisconsin. They develop affordable housing properties in the Fox Cities and other areas. The company manages all their properties themselves and does full criminal and financial background checks for their tenants. The project will create 40 units, 20 of which will be in the old Friary building near St. Mary's church. The other 20 will be new construction townhouse units at the site. This project will give preference to applications coming from veterans. Affordable housing units in Green Bay, which are 99 percent occupied, so there is a great need for affordable housing options. 25 percent of the units will be available for people who earn 60 percent or less of Brown County's median income. An additional 40 percent of the units will be available for people who earn 50 percent or less of the county's median income. And another 20 percent of the units will be open to people earning 30 percent or less of Brown County's median income level. The remaining 15 percent of the units will be placed at market value. He is requesting \$210,000 from the Authority in either loans or grants.

R. Hallet reminded the board that the BCHA has \$1.8 million in unrestricted funds that could be used to fund this project.

The Authority discussed the pros and cons of assisting The Commonwealth Companies. They evaluated previous scenarios where the BCHA has assisted NeighborWorks® and Habitat for Humanity with grants.

A motion was made by C. Goddard and seconded by J. Fenner to approve a \$105,000 grant and a \$105,000 loan at two (2) percent interest over 20 years for The Commonwealth Companies project, Friar House Flats. Motion carried.

5. Consideration with possible action on revision to BCHA bylaws.

R. Hallet referred to a discussion from the September meeting about changing the time of the monthly meeting. She concluded that changing the time of the monthly BCHA meetings would necessitate revisions to the bylaws.

A motion was made by T. Deidrick and seconded by C. Goddard to change the bylaws so that they no longer have a specific date and time for the annual meeting, but rather only indicate "May". Motion carried.

A motion was made by T. Deidrick and seconded by A. Hartman to remove "Room 608" from the bylaws. Motion carried.

A motion was made by T. Deidrick and second by A. Hartman to change Article III, Section 2, to indicate meetings shall be held with (instead of without) notice. Motion carried.

A motion was made by T. Deidrick seconded by C. Goddard to refer the Article III, Section 2, to Corporation Counsel due to confusion caused by the existing wording "fixed by resolution". Motion carried.

A motion made by C. Goddard and seconded by A. Hartman to change the entire bylaws to be gender-neutral. Motion carried.

6. Consideration with possible action on ICS budget.

M. Roberts shared a list of accomplishments from 2017, as well as goals for 2018. He then summarized changes to the 2018 budget as compared to the 2017 budget.

The salary that is proposed for 2018 is a one (1) percent increase from 2017 equating to \$7,741.60. For healthcare coverage, including dental and vision, a \$2,000 increase is proposed. Other benefits are proposed to have a \$13,000 decrease. Office expenses will also be reduced due to increased efficiency in the office. The port out budget is set at \$125,000 which was the amount that was spent on port outs for the 2017 year. The depreciation line was increased as well due to new software purchases.

A motion was made by T. Deidrick and seconded by J. Fenner to approve the proposed ICS budget for 2018. Motion carried.

7. Consideration with possible action on BCHA budget.

R. Hallet explained that the coversheet and other attachments for this agenda item addresses the information requested last month regarding the unrestricted funds in the BCHA budget.

R. Schadwald inquired about the amount of revenue anticipated in the unrestricted funds. Staff explained that there is very little revenue earned because these are old funds which have had little activity.

S. Schmutzer shared the changes for the 2018 budget; including an increase in interest rates, an increase in administrative salaries by two (2) percent and funds for a potential switch from an intern position to a part time position.

---

A. Nicholson requested a breakdown of all of the salaries provided in the budget.

S. Schmutzer also indicated that the Friar House Flats project and money for potential additional projects was estimated in the budget.

A motion was made by C. Goddard and seconded by A. Hartman to hold the BCHA budget until the next meeting upon the addition of a salary breakdown. Motion carried.

**BILLS AND FINANCIAL REPORT:**

8. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared the bills with the Authority.

A motion was made by T. Deidrick and seconded by C. Goddard to accept the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer shared the financial report with the Authority.

A motion was made by C. Goddard and seconded by A. Hartman to accept the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

10. Lead the Way Training.

A motion was made by T. Deidrick and seconded by J. Fenner to table until the January meeting. Motion carried.

11. Date of next meeting: December 18, 2017.

A motion was made by C. Goddard and seconded by T. Deidrick to adjourn at 5:19 pm. Motion carried.

LNC: RAH